Exhibits Technician I – Scientific Exhibits
#02049
City of Virginia Beach – Job Description
Date of Last Revision: 02-12-2016

FLSA Status: Non-Exempt    Pay Plan: General    Grade: 14

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Assist in the maintenance, repair and preparation of the science exhibits for the Virginia Aquarium & Marine Science Center.

Representative Work Functions and Responsibilities
Assist in the building and repair of wooden, fiberglass, metal and acrylic exhibits so that exhibits are maintained in proper operating condition.

Perform preventive maintenance such as lubricating motors and bearings, replacing parts, and gluing broken acrylic or plastic laminate to keep exhibits in proper running order.

Change light bulbs as needed.

Perform electrical wiring to keep exhibits operational.

Perform repairs on computer and A/V equipment.

Assist in the preparation of narrative reports and label information in support of exhibit development or enhancement.

Perform routine maintenance duties.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Perform work satisfactorily under the supervision of senior staff positions; compile reports and narratives with satisfactory degree of accuracy; and adequately communicate the museum’s goals to the general public.
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**Minimum Qualifications**
High school or GED plus two (2) years’ experience in fields, such as museum, aquarium or science center exhibits work that provides the required knowledge, skills and abilities; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Preferred Qualifications**
Completion of four-year college education with degree in ocean-related sciences, exhibit design, or other related field.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge  
1. Knowledge of marine science.  
2. Knowledge of various fabrication materials and construction methods.  
3. Knowledge of computer and A/V equipment operation.

B. Skills  
1. Skill in research methods and organization of subject material.  
2. Skill in use of hand and power tools as well as basic shop tools.  

C. Abilities  
1. Ability to communicate effectively both orally and in writing.  
2. Ability to organize research reports and other types of data.  
3. Ability to follow oral and written directions and maintain effective working relationships with aquarium staff and other groups or organizations with which the aquarium has contact.  
4. Ability to climb ladders, use personnel lifts and work at heights over 20’.  
5. Ability to lift and move materials weighing in excess of 75 lbs.  
6. Ability to work outdoors, in unheated buildings, or in confined areas.  
7. Ability to work in a team or independently with limited supervision.  
8. Ability to work in or near water and around animals.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

**NOTE:** Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on...
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the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.

Medium to heavy work that involves walking, standing, bending, stooping, climbing, lifting, pushing and raising objects, and involves exerting up to 75 pounds of force on a regular and reoccurring basis; may require exerting up to 100 pounds of force on occasions; occasional use of standard office equipment; considerable skill and adeptness in the use of the fingers, hands or limbs in tasks involving close tolerance or limits of accuracy.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes.

Performs specialized technical or professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; may require continuous, close attention for accurate results and frequent exposure to unusual pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

May risk exposure to animals/wildlife to include exposure to animal bites, scratches, and diseases; may be exposed to venomous and non-venomous animals, insects, fishes, amphibians, arthropods and other species of organisms; work may be performed outdoors, indoors, in or under water, under all types of weather conditions with exposure bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, vibration, fumes, odors, traffic, moving machinery, electrical shock, toxic or caustic chemicals, and height.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.

Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.